

U.S. DEPARTMENT OF ENERGY

NEVADA OPERATIONS OFFICE

ORDER

NV O 412.X3A

Approved: 02-26-01
Review Date: 02-26-03
Expires: 02-26-05

WORK CONTROL



INITIATED BY:
Site Management Division

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1. OBJECTIVE. To establish requirements for documentation of contractor/user work activities to facilitate the execution of safety coordination responsibility by Real Estate/Operations Permit holders. This Order covers activities that involve physical contact with structures, systems, and components (SSC) or the operations, test, use, or movement of equipment and SSCs in the performance of work.
2. CANCELLATION. NV O 412.X3, WORK CONTROL, dated 8-22-00.
3. APPLICABILITY.
 - a. This Order applies to Department of Energy (DOE) Nevada Operations Office (DOE/NV) organizational elements.
 - b. Contractor, national laboratories, other federal agencies, and other user organizations requirements are contained in the Contractor Requirements Document (CRD), Attachment 1. Compliance with the CRD is required to the extent set forth in a DOE/NV contract or other agreements, i.e., DOE/NV Authorization Agreements, Activity Agreements, etc.
4. EXCLUSION. Work performed under a grant from DOE that is not performed on real estate owned or controlled by DOE/NV, and any work performed on the Nevada Test Site (NTS) under a DOE/NV Use Permit.
5. REQUIREMENT. DOE/NV will ensure that contractor/user organizations implement Attachment 1 through oversight activities.
6. RESPONSIBILITIES. Division Directors ensure requirements of this Order are implemented.
7. DEFINITIONS.
 - a. Acceptance Criteria. The pre-established criteria to be used upon work completion that verifies the work accomplished meets requirements.
 - b. Configuration Control. Documents the system configuration prior to the commencement of work, and also, the configuration to which the system must be returned after work is completed and before acceptance criteria can be met.

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- c. Contact Work. Hands-on activities, intrusive to SSCs or equipment, involving the use of tools, materials, and/or equipment. Includes all work that is not “noncontact.”
- d. Design Documents. Identifies any work which must conform to design documents.
- e. Equipment Certification/ Skills Qualification. Identifies any formal equipment and/or worker certification/qualification requirements.
- f. Material Specifications. Identifies any material used in work that requires certified material properties.
- g. Noncontact Work. Work activities that are administrative in nature such as office work, services and repair of office equipment, driving of light duty vehicles, assessments, medical activities, meetings, tours, observations, etc.
- h. Nontenants. Persons who are not tenants.
- i. Plan of the Day. Method(s) of documenting and authorizing activities and communicating hazards of activities on a periodic basis.
- j. Skill of the Craft (SOC). Skill and knowledge acquired through experience and training that permits the worker to perform a given task without additional training or instructions.
- k. Technical Safety Requirements. This term is defined in Title 10 Code of Federal Regulations Part 830 Section 3.
- l. Tenants. A person or work group that is assigned space within a facility (not NTS Balance of Plant).
- m. Traveler. A standard DOE/NV form (NV-142) used to document the authorization of nontenant contact work.
- n. Type 1 Work Package. Work activities that effect safety-class or safety-significant SSCs (reference DOE-STD-3009-94) as defined in the facilities authorization. Duration of work package not to exceed 30 days per authorization.

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- o. Type 2 Work Package. All contact work not otherwise defined as Type 3 or 1. Duration of Type 2 work package not to exceed 180 days per authorization.
 - p. Type 3 Work Package. Routine, low-hazard contact work that is listed as SOC activity by the performing organization. Duration of Type 3 work package not to exceed 1 year per authorization.
8. CONTACT. DOE/NV Director, Site Management Division, at (702) 295-4015.



Kathleen A. Carlson
Manager

CONTRACTS REQUIREMENTS DOCUMENT

Contractors, national laboratories, other federal agencies, and other user organizations performing work under the purview of the Department of Energy (DOE) Nevada Operations Office (DOE/NV) must:

1. Identify work as contact or noncontact work. If the work is contact, determine the appropriate work package utilizing the definitions in paragraphs 7n, 7o, and 7p of this Directive.
2. Develop work packages for contact work that meet the minimum requirements defined in Attachment 2.
3. Where multiple organizations are involved in the same work activity, develop work packages that have a single "lead" organization identified. In such cases the lead organization must prepare the work package in accordance with its procedures.
4. Ensure that workers are appropriately involved in work planning.
5. Ensure that any planned work activities are consistent with the authorization basis documents where the work is to be performed and considers any facility or co-located activity hazards.
6. Approve Work Packages as follows:
 - a. All nontenant work packages (Types 1, 2, and 3) must be approved/authorized utilizing the traveler (Attachment 3).
 - b. A Plan of the Day (POD) is required and all work will be authorized via the POD when contact work is performed that meets the following criteria:
 - (1) Affects, or could effect, safety-class or safety-significant structures, systems, and components.
 - (2) Meets the trigger level for an As Low As Reasonably Achievable Committee review as specified in the *DOE/NV RADCON Manual* (Article 312, Item 3).

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- (3) Involves chemicals with potential exposure to workers in excess of published Threshold Limit Values, Permissible Exposure Limits, or use of Class 3b or 4 lasers (ANSI Z136.1).
 - (4) Involves energetic materials, including explosives and munitions.
 - (5) A POD may be considered when multiple concurrent contact work activities are present in a facility.
- 7. Designate Line Managers to approve work and facilitate the primary Real Estate/Operations Permit (REOP) holder's ultimate authorization of all work to be conducted within the real estate covered by the REOP.
- 8. Develop and implement work package change control processes and thresholds to ensure that changes and associated hazards are analyzed and work authorized.
- 9. Incorporate applicable lessons learned into work package development.

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CONTACT WORK DOCUMENTATION REQUIREMENTS

The following requirements are applicable to all contact work packages:

Work Package Type	Documentation Requirements
3	Scope of Work Hazards Identification
2	Table of Contents Scope of Work Responsible Line Management Hazards/Controls Identification Acceptance Criteria Work Instructions/Procedures Equipment Certification/Skills Qualifications (as appropriate) Configuration Control (as appropriate)
1	Table of Contents Scope of Work Responsible Line Management Hazards/Controls Identification Acceptance Criteria Work Instructions/Procedures Equipment Certification/Skills Qualifications Configuration Control Material Specifications Design Documentation Technical Safety Requirements (as appropriate)

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Page 1**NV-142
(12/2000)**DOE NEVADA OPERATIONS OFFICE
TRAVELER**

1. Work Package No.: _____	2. Work Package Type: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	(check one)
3. Organization: _____		

SECTION I - DESCRIPTION OF WORK

4. Description of work/activity to be performed: _____ _____ _____	
5. Area/Building: _____	Specific Location: _____
6. Requested Start Date: _____ Forecast End Date: _____	
7. Do other employees in this facility need protection from the hazards of this work? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," identify: _____	
8. Permits Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	LO/TO Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Permit Types: _____	
10. Other: _____	
11. Work Supervisor (Print Name/Sign): _____ Phone/Pager: _____	

SECTION II - WORK AUTHORIZATION (Completed by facility owner or designee)

12. Point of Contact (Name/Phone/Pager No.): _____	
13. Access requirements have been met? <input type="checkbox"/> Yes <input type="checkbox"/> N/A: _____	
14. Pertinent hazards and controls for this work have been communicated to the co-located employees. <input type="checkbox"/> Yes <input type="checkbox"/> N/A: _____	

15. AUTHORIZATION TO PERMIT WORK

Work is within facility safety envelope and facility configuration determined. Work is authorized for these time periods, facility is ready to accept work, and work is deconflicted.

Start Date	Start Time	End Date	End Time	Print Facility Owner/Phone No.	Signature

16. Comments: _____ _____ _____ _____ _____

SECTION III - FINAL STATUS/END OF WORK***Work is completed. Area is clean and safe. Post work verification is completed.***

Name (work supervisor or designee) _____	Signature _____	Date _____
<i>Applicable activity/work, is accepted and Traveler is closed.</i>		
Name (facility owner or designee) _____	Signature _____	Date _____

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Instructions to Complete NV-142, TRAVELER

1. Enter work package number.
2. Check the appropriate work type. Check only one box.
3. Enter organization actually performing work.
4. Enter a summary description of the work to be performed.
5. Enter the identifier of the general location and specific location of the work to be performed.
6. Enter the requested start and anticipated completion date for the work.
7. Identify hazards that could affect others in the facility.
8. Identify if there are any worker protection type permits required to perform the work.
9. Enter the worker protection permits needed.
10. Identify any other special requirements to perform the work, if applicable.
11. Line management responsibility for execution of this work.
12. Enter the facility owner's point of contact responsible for coordinating activities.
13. Enter any requirements that must be met to access the facility.
14. Enter how the communication is accomplished. Example: site-specific briefing.
15. Enter the schedule which the work is authorized to be performed.
16. Enter additional consideration which must be met for authorization of the work, such as the following:
 - a. Hold points may be specified, such as hazard control verification, quality of work and conditions, etc.
 - b. Additional requirements to be met before work start may be identified.
 - c. Work must be listed on Plan of the Day.
 - d. Signature required before work start.